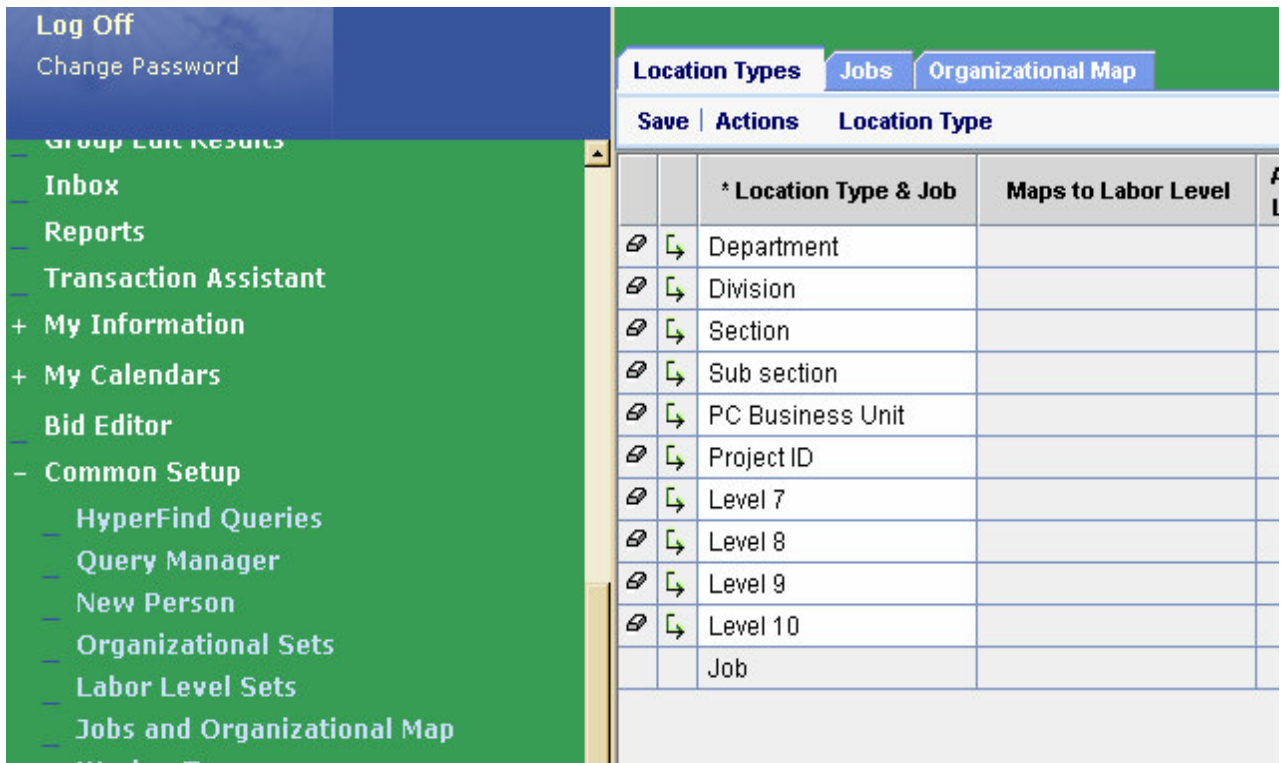


## Maintaining the Kronos Organizational Map

To maintain the Organization map in Kronos, navigate to Common Setup, Jobs and Organizational Map. The page has three tabs: Location Types, Jobs, Organizational Map. The Location Types tab defines the layers of the organization tree – no changes are made here unless we have a significant, city-wide structural change. The Job tab defines the activities that are the last layer of activity reporting. You can add Jobs (activities) here that can then be used as part of your Organization Map. The Organizational Map displays your department/division/section structure, and reflects the structure of your budget. If you report time to PeopleSoft Projects, your organizational map will include PC Business Unit, Project ID, and Activities that are defined in PeopleSoft.

Changes to the upper layers of the organizational map will be rare, and correspond to changes to the budget structure in PeopleSoft Financials. Since time reported in Kronos transfers to PeopleSoft Financials through Payroll, changes to PeopleSoft or Kronos must be coordinated so that changes in either system match the other.



Location Types		Jobs	Organizational Map
Save		Actions	Location Type
		* Location Type & Job	Maps to Labor Level
		Department	
		Division	
		Section	
		Sub section	
		PC Business Unit	
		Project ID	
		Level 7	
		Level 8	
		Level 9	
		Level 10	
		Job	

To attach a new Job/Activity, select the Organizational Map tab, drill down to the layer to which you want to attach the job (normally the next-to-the-last layer). Highlight the selection, right-click, and select “Attach Jobs”. This will open a dialog box that allows selection of the job(s) to be attached.



Type the first few letters of the activity in the search box, click “Search”, and highlight the correct activity. A Start Date may need to be changed because the system automatically defaults to the current day. It is recommended that this day be changed to the first day of the pay period. Click “Attach Jobs” on the right side of the page and the selected activity will be added to the organizational map. Please be sure to click “OK” the effective date range of the entry defaults to the current date/forever, but you can select a future date for the activity to be effective.

**Attach Jobs**

**Job Name or Sort Order Number:**

COF - C\* Search

**Available Jobs:**

Sort Order Number	Display Name	Description
	COF - City-Wid...	City-Wide Activities
	COF - Citywide ...	Participation in United Way, Ideas Pa...
	COF - Clerical ...	CLERICAL
	COF - Coach	COACH
	COF - Cognos	Cognos
	COF - Cognos ...	Cognos Support
	COF - Committ...	Committees
	COF - Compen...	Compensated Time Off

Select All Deselect All

**\* Start Date:** 4/02/2007 **\* End Date:** Forever Attach Jobs

☐ Use default start and end dates

**Direct Labor (%) :**  **Indirect Labor (%) :**

OK Cancel Help